

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services Office

DATE: 15 January 1954

FROM : Chief, Space, Maintenance and Facilities Division

SUBJECT: Report of Operation by the Space, Maintenance and Facilities Division
during the month of December 1952 and December 1953

<u>Volume:</u>	<u>1952</u>	<u>1953</u>
1. Requests for services processed during the month of December.		
A. New requests by memorandum or requisition	246	112
B. On hand prior to December 1	19	25
	<u>265</u>	<u>137</u>
C. Written orders placed with GSA	148	89
D. Written estimates to GSA	---	66
E. Number on hand as of 31 December	14	37
F. On hand 60 days or more and not yet submitted to GSA	0	0
2. Funds obligated during the month of December		
A. Routine alterations and installations	\$18,625.00	\$53,172.26
B. Estimated cost of Item C	19,994.00	-----
C. Estimated cost of other allotments (09)	1,265.00	485.66
	<u>\$39,884.00</u>	<u>\$53,657.92</u>
D. Protective service (GSA Guards)	\$99,113.00	\$94,682.30
E. Laborers and Trucks (GSA)	5,333.00	6,734.00
3. Sums paid to GSA during August		
A. Alterations and installations	\$27,880.00	\$8,949.79
B. Guards	84,782.00	115,617.43
C. Laborers and Trucks	6,690.00	12,206.06
D. Firemen -- Janitorial	1,622.00	857.27
E. Elevator	50.00	
	<u>\$121,024.00</u>	<u>\$137,630.55</u>

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	<u>1952</u>	<u>1953</u>
4. Work Load Status		
A. Orders submitted to GSA non-reimbursable	15	5
B. Verbal	500	200
C. Inter-office memorandum	16	20
Inter-agency letters	3	11
D. Space moves during December	8	7
Total personnel moves	247	257
Estimated cost	\$4,778.00	\$6,734.
E. Number of requests on which orders have been placed but work has not been completed		
30 days old	21	
60 days old	18	
90 days old	18	
120 days old	18	

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